

PEDIATRIC CARDIAC SOCIETY OF INDIA\

Memorandum of Association

1. The name of the Society shall be

“PEDIATRIC CARDIAC SOCIETY OF INDIA”

2. The head office of the society shall be permanently situated at All India Institute of Medical Sciences in New Delhi. The address shall be as under until it acquires its own premises on rent.

DEPARTMENT OF CARDIOLOGY
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
NEW DELHI 110029

3. **Aims and objectives:** The aims and objects for which the society established are as under: -

- i) To encourage and promote the welfare of infants and children with heart diseases.
- ii) To increase awareness among practicing physicians and pediatricians regarding optimal care of children with heart disease and their early referral to institutions with Pediatric Cardiology and surgery services.
- iii) To publish journals, and newsletters, and organize seminars, symposia, and conferences at regular intervals.
- iv) To encourage training and research in the field of Pediatric Cardiology.
- v) Creation of a common database for Pediatric Cardiology.
- vi) To cooperate and affiliate with other bodies involved in the care of infants and children.
- vii) To help in strengthening the current teaching curriculum in MD, DM, and DNB so as to have adequate focus on Pediatric Cardiology and the creation of a specialty of pediatric cardiology.
- viii) To create and enhance sub-specialties of pediatric cardiology including pediatric interventions, pediatric electrophysiology, adults with congenital heart disease, pediatric cardiac surgery, cardiac anesthesia, etc.
- ix) To collaborate with the industry to create low-cost solutions to pediatric cardiology, and surgery needs.
- x) To educate the community at large, regarding modes of prevention and treatment of various heart diseases in children.
- xi) To help establish new centers for pediatric cardiac care.

All the income, earnings, and moveable and immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus profits, or in any manner whatsoever to the present or past members of the Society or to any person claiming through anyone or more of the present or past members. No member of the society shall have any personal claim on any moveable or immovable properties of the society to make any profit, whatsoever, by virtue of his membership.

4. **Governing Council:** The names, addresses, occupations, and designations of the present members of the governing council to whom the management of the Society is entrusted as required under section 2 of the Societies Registration Act 1860 as applicable to the Union Territory of the Delhi are listed in the website.

5. Desirous Persons: We, the undersigned are desirous of managing a Society namely “Pediatric Cardiac Society of India” under the Societies Registration Act 1860 as applicable to the Union Territory of Delhi in pursuance of this amended memorandum of association of the Society.

ORGANISATION OF THE SOCIETY

PATRONS

Eminent cardiologists of the country credited with pioneering work in the field of Pediatric Cardiology shall be the Patrons of Society. Dr. R. Tandon and Dr. K M. Cherian, who are credited with starting Pediatric Cardiology and cardiac surgery in our country will be the patrons of the society.

GOVERNING COUNCIL

The governing council shall comprise the doctors who are/were involved in pediatric cardiac care in the country with post-doctorate recognized degrees in cardiology or cardiothoracic surgery or cardiac anesthesia predominantly practicing the discipline of pediatric cardiology.

LIFE MEMBERS

The life members from now onwards shall comprise of pediatric cardiologists (with DM, DNB, or FNB or equivalent degrees in pediatric cardiology), cardiologists with interest in pediatric cardiology (with DM, DNB, or similar degrees in cardiology), cardiothoracic surgeons (with Mch, DNB or similar degrees in cardiovascular surgery) and cardiac anesthetist/intensivists with interest in pediatric cardiology (with MD, DM, DNB or similar degrees in cardiac anesthesia) who pay the membership fees (as detailed). The proposed members should be caring for children with heart disease and in selected cases the society may ask the organization for a certificate to that effect.

Postgraduate students in Pediatric cardiology, Cardiology, Cardiac Surgery, and cardiac anesthesia will also be eligible to apply for associate membership. The status of life membership will be confirmed once the degree is conferred to them, till such time they will be considered as temporary members with no voting rights.

ASSOCIATE MEMBERS

The associate members shall comprise of pediatricians (with MD, DNB, or equivalent degrees in pediatrics), physicians with interest in pediatric cardiology (with MD, DNB, or similar degrees in medicine), or other medical/surgical specialists interested in pediatric cardiac care who pay the associate membership fees (as detailed). The associate members do not have the right to vote in the general elections to elect other governing council members.

NON-PHYSICIAN MEMBERS

All non-physicians involved in pediatric cardiac surgery or pediatric cardiology care (for at least 2 years) including echocardiographers, cath lab technicians, staff nurses, physician assistants, perfusionists, and CTVS OT technicians will be eligible to become non-physician members of the society. The non-physician members will not have the right to vote in the general elections or to elect other governing council members.

ADMISSION

Application for life membership, associate membership, and non-physician membership is to be sent to the PCSI head office in the prescribed form, along with the required subscription fee. Arrangements will also be made to apply for membership online at the PCSI website. The head office will scrutinize the forms and those fulfilling the above

eligibility criteria will be made members. In case of discrepancy or ineligibility, the forms will be forwarded to the general secretary. The general secretary will present such an application before the Governing council for approval. If approved, the applicant will be treated as a member of the Society. The governing body has full right to accept or reject the application and the decision is final and binding. The decision of the Governing body will be intimated to the concerned person.

MEMBERSHIP FEE

The subscription for life members shall be Rs. 5000-.

The subscription of the associate members shall be Rs. 3000/-. No voting rights will be given to the associate members.

The subscription for non-physician members shall be Rs. 2500/-.

CESSATION OF MEMBERSHIP

- a) By the executive body on the grounds of damage or loss to society by the said member.
- b) Resignation of membership
- c) Death of the member
- d) Appeal and re-admission of members

Re-admission will only be feasible when the application is forwarded by 2 members of the governing body and voted with a 50% majority by the Governing Body.

MEMBERS RIGHT

1. Members shall be subject to the constitution of the society and the rules & regulations and By-laws as in force from time to time together with rules framed hereunder.
2. All life members fulfilling the defined criteria can contest the election for the post of the Governing Council.
3. No member shall use or cause to use any indecent, unparliamentary language in any meeting. Every member shall conduct himself decently and respectfully and extend co-operation to the Governing Body.
4. Every member shall participate in proceedings of the meeting of the society and also participate in making decisions by voting.
5. Every member shall be entitled to receive notice of the meetings at least 15 days before and attended the same.
6. Any use of the society's name for conferences, symposia, meetings, or advertisements should be with the prior approval of the executives/governing council
7. Every member shall be entitled to receive the Journal 'Annals of Pediatric Cardiology.'

GENERAL/ANNUAL GENERAL MEETING

There shall be a general body of the society consisting of all the members. The meetings of the general/annual general body meeting shall be held every year with 1/3 members quorum. In the absence of the requisite quorum, the meeting shall be adjourned. No quorum is required for the adjourned meetings convened after an hour. An extraordinary general

body meeting of the society may be called on the requisition of 3/5th members. The following business shall be transacted at these meetings:

1. Pass the Annual budget of the Society.
2. To prepare annual programs and policies for the achievement of the aims and objectives of the society
3. To look after the fulfillment, upliftment, or betterment of the society
4. To elect the members for the Governing council
5. The notice of the General body meeting shall be sent to all the members at least 15 days before

ELECTION

The election of the governing body will be held every two years, by show of hands, or by secret ballot, or by electronic voting by email which may be decided by the Presiding Officer. No proxies will be permitted. All the past presidents will become permanent members of the governing council in the capacity of advisory members. Apart from this, 15 members will be elected among the life members to the governing council. These 15 elected members will elect the President, Vice President, General Secretary, and Treasurer and the balance 11 members shall be members of the Executive Committee. At least one representative should be representing the north, south, east, west, and central parts of India. Similarly, at least 2 cardiologists, cardiac surgeons, and cardiac anesthetists/intensivists should be present in the Governing council.

10. GOVERNING COUNCIL:

All rights and duties of the Governing body, and the affairs of the society shall act in the governing body called and referred to as “Committee”. The governing body shall consist of the following:-

1. President 1
2. Vice President 1
3. General Secretary 1
4. Treasurer 1
5. Members 11
6. All past presidents

TERMS OF GOVERNING COUNCIL:

The term of the so-constituted governing council shall be for a period of 2 years or till the new governing council is constituted. All the past presidents will automatically become permanent members of the governing council and they need not seek reelection.

GOVERNING COUNCIL

The governing council of the society shall look after the day-to-day affairs of the society. The meeting of the governing council shall be held biannually and the quorum of the meeting shall be 1/3rd. In the absence of a quorum, the meeting shall be adjourned. After half an hour, the meeting will be held in the same place and same day then the quorum is not required.

POWER AND DUTIES OF THE GOVERNING COUNCIL

- a) The governing council shall subject to the rules exercise all such powers and do all such acts and things as may be exercised or done by the society.

- b) The governing council may frame regulations consistent with these rules for regulating the procedure of the meeting of the Board or its committees, the election of members of the board, and the conduct of the society affairs.
- c) The governing council shall meet at such time and place as may be necessary for the transaction of the affairs of the society as directed by the president and ordinarily shall meet twice a year.
- d) The meeting of the governing council shall be convened by the general secretary in consultation with the President.
- e) The governing council will manage, administer, and look after all interests, objects, rights, and funds of the society.
- f) The governing council will accept donations, subscriptions, and grants for the society.
- g) The governing council has to ratify the accounts and audited statements of the society every year.
- h) The governing council will nominate representatives from the society for global and international events.
- i) The governing council shall conduct with the concerned Dept./Office for the solution of the genuine problems faced by the society.
- j) To give and take co-operation with other societies having similar objects as of this society.

POWER & DUTIES OF THE GOVERNING BODY/OFFICE BEARERS:

PRESIDENT

- a) The President will preside over all the meetings of the general and governing body.
- b) The President will offer a vote in case of equality of votes in the meeting.
- c) The president will be responsible for all the work done by the Office Bearers/Governing body.
- d) The president will call for a governing body/general body if he thinks so.

VICE PRESIDENT

In the absence of the President, the Vice President shall take the chair and perform the full powers and duties of the president.

GENERAL SECRETARY

- 1. Appointment or dismissal of paid workers of the society.
- 2. Make payments from approved funds.
- 3. To take loans for the society with the approval of the Governing body
- 4. Noting proceedings and preparing an annual report.
- 5. To call meetings of the General body and governing body, in consultation with the President. The agenda will be approved by the president and will accompany the notice.
- 6. The day-to-day work, organization of symposia, newsletter, etc. will be looked after by the General Secretary.
- 7. The General Secretary shall inform the President about all important matters and shall send a copy relating to the society correspondence to the President for perusals and comments.

8. Have charge of furniture, library, documents, and assets of society.
9. Collect all dues and deposit all amounts.
10. Pass all bills for payments on behalf of the society.
11. Keep all types of records of society including the register of members containing their names, addresses, and other brief particulars.
12. The General Secretary shall correspondence on behalf of the society.
13. No expenditure of > Rs. 10,000/- shall be incurred unless the same has been included in the annual or supplemental budget and approved by the governing body.

TREASURER

1. Maintenance of all accounts duly approved by the society.
2. Disposal of bills along with Gen. Secretary on his written instructions.
3. Shall have the right to point out any error or discrepancy in payment order of the Secretary and refer back to the order with remarks. In case of disagreement, the matter will be referred to the President.
4. Prepare budget estimates, expenses, and receipts and present the same for review to the governing body.
5. Help the auditor to audit the accounts of the society.
6. Prepare annual statements of accounts and balance sheets, after auditing which should be adopted by the general body.
7. Deposit all surplus amounts in the scheduled bank.

HEAD OFFICE

The head office will

1. Coordinate with the secretary and office bearers for the smooth functioning of the society.
2. Maintain and audit funds yearly in consultation with the treasurer of the society
3. Maintain the member database
4. Scrutinize the membership forms and accept the membership if the said criteria are fulfilled or else forward it to the governing council
5. Manage the day-to-day running of the society including expenses of employees with the prior approval of the governing council

ANNUAL CONFERENCE

- a) The governing council will decide the venue of the next annual conference at least one year in advance. In case of multiple bidders, the decision will be taken by consensus, number count, or by voting among the governing council members
- b) The organizing committee will constitute a scientific committee in consultation with the executive members of the society
- c) The organizing committee may take a loan from PCSI funds for use as start-up funds
- d) The organizing committee will return the start-up funds and donation to society funds, with a minimum amount as decided by the governing council from time to time

FINANCIAL YEAR

The financial year of the society shall be from 1st April to 31st March every year.

QUORUM

1/3rd members of the registered members of the society shall form the quorum for the General body and governing body. No quorum will be needed for adjourning a meeting, which can be adjourned half an hour after the scheduled time.

NOTICES

Notice of the Governing and general body meetings will be served to all the members by sending it by post or by e-mail or will be posted on the website at least 15 days before.

BANK ACCOUNT

The bank account will be operational in a Nationalized Scheduled Bank and the account will be operated by the President, General Secretary, Treasurer, and persons in charge of the head office with their joint signatures. The main account will remain in Delhi and will not be moved when new office bearers take over. Additionally, a separate account will be run by the editor of annals of pediatric Cardiology in their respective places and this account will also be annually audited along with the main account. In case of a change of editor, the account should be closed/ shifted to the next editor's place.

SOURCE OF INCOME

Subscriptions, donations, grants in aid, advertisements in journals, and gifts from the members and the general public. This amount will be spent only to achieve the aims and objectives of the society.

AUDITOR

A chartered accountant approved by the Governing body will audit the accounts and submit his report every year. His/ Her fee would be paid from the society's fund.

ANNUAL LIFE

A list of governing body members and office bearers shall be filed in the office of the registrar of societies Delhi, every year as required under section 4 of the S. R. Act. 1860.

VACANCY

If there is any vacancy in the governing body during the tenure of the society, the governing body may appoint any member against the vacancy for the remaining period.

LEGAL PROCEEDINGS

The society may sue or be sued in the name of the President as per the provision laid down under section 6 of the Societies Registration Act of 1860 as applicable to the Union Territory of Delhi.

AMENDMENT, ALTERATION, EXTENSION

Any kind of amendment in the Memorandum; Rules and Regulations of the society shall be made by ½ majority of the general body as per provisions of the section of sections 12 and 12 A of the Societies Registration Act of 1860.

DISSOLUTION AND ADJUSTMENT OF AFFAIRS

Society may be dissolved in accordance with the procedure laid down under sections 13 and 14 of the S.R. Act 1860.

APPLICABILITY CLAIM

All the provisions of the Societies Registration Act of 1860 (Punjab Amendment Act of 1957) as extended to the Territory of Delhi shall apply to this Society.